

Pierce Township Trustees  
Meeting Minutes – Year End Clean up Meeting

December 30, 2013 3:30 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Special Session at 3:30 PM on Monday, December 30, 2013, at the Pierce Township Administration Building, 950 Locust Corner Road.

**CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

Chairman Richard Riebel called the meeting to order. Board members answering roll call: Mr. Christopher Knoop, Mrs. Bonnie Batchler and Mr. Richard Riebel. Also present was Township Administrator David Elmer.

The meeting began with the Pledge of Allegiance. \*Please note the meeting was not recorded.

**APPOINTMENT OF CLAUDIA CARROLL AS ACTING CLERK**

Mrs. Batchler made a motion, seconded by Mr. Riebel to appoint Claudia Carroll as acting clerk until Mrs. Register arrived. Roll call on motion: All aye.

**DECEMBER 11, 2013 MINUTES APPROVED**

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes from the Regular meeting of December 11, 2013 as submitted. Roll call on motion: All aye.

**Board Discussion**

Mr. Elmer brought up two items for discussion. First, he discussed the Civic Plus Website and it was decided by the Board and Trustee Elect Bob Pautke to hold a work session. Second, Mr. Elmer briefed the Board on Sky Valley Golf and Swim Club and discussion arose regarding different types of grants and possible limitations. No action was taken on either item.

**Re-Employment Policy through OPERS**

Mr. Riebel made a motion, seconded by Mrs. Batchler that based on the recommendation of Township Administrator David Elmer and Police Chief Bachman; the Board adopts a re-employment policy, effective immediately, for Pierce Township employees who are eligible to retire but wish to continue employment with the township. The policy terms and conditions are as follows:

- The employee must meet or exceed the OPERS (Ohio Public Employer's Retirement System) age and service eligibility requirements for a full, unreduced retirement. Employees who meet reduced eligibility requirements (aka "early" retirement) do not qualify for re-employment under the terms and conditions of this policy.
- Full retirements should be scheduled for the last day of a month. Re-employment may be offered as soon as the first day of the following month.

- The employee is to maintain their current job title and functions upon re-employment unless otherwise negotiated and approved by the Board of Trustees. A rehired employee may be eligible for promotions and assignment to different positions within the Township.
- Rehired employees are to carry-over accrued sick time and vacation balances, if any, and will continue to earn sick time and vacation time based on years of service in accordance with rates set forth in the Township personnel policy manual.
- The employee must sell back all compensatory time before being re-employed. Rehired employees will not be eligible to accumulate compensatory time.
- The rehired employee must forfeit his/her pension for two months in accordance with state law.
- Once the rehired employee receives his/her first pension check, the employee's base salary with Pierce will be reduced by 10% of their pre-reemployment base salary. A re-hired employee may be eligible for pay adjustments at the Board of Trustees discretion based on job performance, cost of living changes and/or promotion/demotion.
- After the 8<sup>th</sup> year of re-employment under the terms and conditions of this policy, the employee must retire, resign or otherwise separate from service with the Township.

Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Knoop that based on the recommendation of Township Administrator David Elmer; the Board accepts the resignation of Chief Jeff Bachman, effective December 31, 2013. Chief Jeff Bachman is then to be re-employed by Pierce Township in his current title and rank, effective January 1, 2014, in accordance with the terms and conditions set forth in the Township's Re-employment Policy. Roll call on motion: All aye.

Mr. Knoop made a motion, seconded by Mrs. Batchler that based on the recommendation of Township Administrator David Elmer; the Board accepts the resignation of Lt. Edward Dye, effective December 31, 2013. Lt. Dye is then to be re-employed by Pierce Township in his current title and rank, effective January 1, 2014, in accordance with the terms and conditions set forth in the Township's Re-employment Policy. Roll call on motion: All aye.

### **2014 Meeting Dates and Times Adopted**

Mr. Knoop made a motion, seconded by Mrs. Batchler that the 2014 Pierce Township Regular Trustee Meetings be scheduled and noticed for the second Wednesday of each month starting at 6:30 PM, except for the February meeting which is scheduled for February 11, 2014 at 6:30 PM. Roll call on motion: All aye.

### **2014 Parks/Recreation Events**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based on the recommendation of Township Administrator David Elmer, the Board authorizes the administrative staff to organize and promote a Concert-in- the- Park series for 2014

featuring live entertainment, the cost for entertainers, staging, lights and PA system with the amount is not to exceed \$5,000.00. Roll call on motion: All aye.

**Quote from KE Rose Company Approved**

Mr. Riebel made a motion, seconded by Mr. Knoop that based upon the recommendation of Public Works Foreman Matt Smith, the Board accepts the quote from KE Rose Company for a new 10 foot Wausau Snow Plow, replacing a 2002 Gledhill Snow Plow, in the amount of \$9,900.00. Roll call on motion: All aye.

**Bid from Sullivan Services - Mulching Approved**

Mr. Riebel made a motion, seconded by Mr. Knoop that based upon the recommendation of Public Works Foreman Matt Smith; the Board accepts the bid from Sullivan Services, for mulching Pierce Township Cemetery, in the amount of \$2500.00. Roll call on motion: All aye.

**Sullivan Services – Grounds Maintenance Contract Approved**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of Public Works Foreman Matt Smith; the Board accepts the bid from Sullivan Services, for the 2014 Grounds Maintenance Contract, in the amount of \$16,800.00. Roll call on motion: All aye.

**Improvements for the North Barn - Approved**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of Public Works Manager John Koehler; the Board approves building a restroom and office in the North Barn, with the amount not to exceed \$6,500.00. Roll call on motion: All aye.

**Sullivan Services – Fertilization Bid- Approved**

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of Public Works Foreman Matt Smith; the Board accepts the bid from Sullivan Services, for the 2014 Grounds Fertilization in the amount of \$4,562.17. Roll call on motion: All aye.

**Purchase & Planting of a Tree to Honor Trustee Knoop - Approved**

Mr. Riebel made a motion, seconded by Mrs. Batchler to purchase and plant a tree with the cost not to exceed \$1000.00 in honor of Trustee Christopher Knoop for his service and dedication to Pierce Township including numerous years of service as a member of the Township Zoning Commission; eight years of service as a Pierce Township Trustee, founder of the Township Greenspace Committee; and many years of service as a member of the County Planning Commission. The species, cost and placement of the tree will be coordinated between Trustee Knoop and the Township Greenspace Committee. Roll call on motion: All aye.

## **FISCAL MATTERS**

### **Amended Certificate Filed with County Auditor – Approved**

Mr. Riebel made a motion, seconded by Mrs. Batchler to approve the final amended certificate for 2013 retroactive to December 19, 2013. It was noted that the final amended certificate was due to the County Auditor's office by December 23, 2013. Roll call on motion: All aye.

### **Annual Stormwater Phase II Fee – Approved**

Mr. Riebel made a motion, seconded by Mrs. Batchler; the Board approves the payment of the Stormwater Phase II fee in the amount of \$3,709.95. Roll call on motion: All aye.

### **Annual Dues to the Clermont County & Ohio Township Association**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of the 2014 annual dues to both the Clermont County Township Association & the Ohio Township Association for the four elected officials and Administrator. Roll call on motion: All aye.

### **Annual Contribution to OTARMA – Approved**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the annual contribution to OTARMA in the amount of \$90,515.00 retroactive to 12/18/13. Roll call on motion: All aye.

### **Adoption of a Temporary Appropriation Resolution for 2014**

Mrs. Batchler made a motion, seconded by Mr. Knoop to adopt Resolution 013-015 for a Temporary 2014 Appropriation Resolution in all necessary line items to pay January, February and March 2014 bills. Roll call on motion: All aye.

### **Authorization – Intra Fund Transfers**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Township Fiscal Officer is hereby authorized to make all necessary intra-fund transfers during the year 2014. Roll call on motion: All aye.

### **Health Care Resolution - 2014**

Mr. Riebel moved for the adoption of the following resolution:

WHEREAS, Pierce Township does pay the approved premium at the same level for all employees for Health Insurance for it's Elected Officials; namely Richard Riebel, Bonnie J. Batchler, Robert Pautke and Karen Register,

THEREFORE, be it resolved that should there be premium increases for said insurance during the terms of the Elected Officials named above, Pierce Township will

assume payment of said increases (except where the increases result from increases in benefits).

Mrs. Batchler seconded the resolution and the roll call for adoption was as follows: Mr. Riebel – aye, Mrs. Batchler - aye, Mr. Knoop – aye.

Adopted December 30, 2013, Karen Register, Township Fiscal Officer

### **2014 Expense Authorizations**

Mrs. Batchler made a motion, seconded Mr. Knoop by that the mileage rate which the Township Officials and designated employees be paid for the use of their personal vehicles in the performance of their duties outside the boundaries of Pierce Township be set for the current IRS rate established for business mileage. It is noted that it was the intention of the Board to take this action so that as this mileage rate fluctuates, the approved reimbursement will reflect the IRS established rate for 2014. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded Mr. Knoop that the Elected Officials, and designated employees be reimbursed for their necessary expenses, including parking while in attendance at the 2014 winter, summer and National Conventions through the Ohio Township Association or any other such meetings where attendance by the Elected Officials, and designated employees would be beneficial to the Township. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded Mr. Knoop that \$2,000.00 more or less be appropriated in 2014 for gravel for the unimproved roads in Pierce Township. Roll call on motion: All aye.

Mr. Knoop made a motion, seconded by Mrs. Batchler that \$650.00 be appropriated in 2014 for Memorial Day Services for the two Pierce Township Cemeteries. Roll call on motion: All aye.

### **Insurance Coverage**

Mr. Knoop moved for the adoption of the following resolution:

WHEREAS, O.R.C. Section 505.60 as amended by Amended House Bill No. 288 effective May 18, 1988 provides for the purchase of Health Insurance, Life Insurance for Township Officials to a maximum of \$50,000.00 (O.R.C. Section 505.60) (B), AD&D Insurance, Disability Insurance or any combination of these or other coverage for Township Officials and full time employees and WHEREAS, the Board of Trustees of Pierce Township desires to provide this benefit to it's Township Officials and full time employees and any new full-time employees in an amount within the amount provided by Law (specifically \$50,000.00 Life and AD&D, Long Term Disability Insurance), therefore

BE IT RESOLVED, that full time employees are eligible for these insurance benefits and that all Pierce Township Officials are eligible for these insurance benefits, and

BE IT FURTHER RESOLVED that the actual amount of Life Insurance to be provided for Township Officials and full time employees, specifically those listed above, would be within the \$50,000.00 maximum.

The Resolution was seconded by Mrs. Batchler and the roll call for the adoption was as follows: Mr. Knoop – aye, Mrs. Batchler – aye and Mr. Riebel – aye.

Adopted December 30, 2013, Karen Register, Township Fiscal Officer

## **2014 COMPENSATION & PAYMENTS**

### **Elected Officials**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer, that the trustees and clerk continue on the salary method per Ohio Revised Code Sections 505.24 and 507.09 for 2014 and that the compensation and benefits for the Trustees and Fiscal Officer be from the General Fund. Roll call: All aye.

### **Firefighter's Dependent Representatives**

Mr. Knoop made a motion, seconded by Mrs. Batchler to appoint Township Trustees Bonnie Batchler and Rich Riebel as representatives to the Volunteer Fire Fighter's Dependent Fund Board along with Fire Chief Craig Wright as the Fire Department's representative. Roll call on motion: All aye.

## **CLERK'S BUSINESS**

### **Cash Fund Balance Report**

Mrs. Register provided a cash summary by fund report. There were no inquiries relative to the reports.

### **Payment of Bills – December 04, 2013**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 04, 2013 in the amount of \$29,470.02 as previously provided. Roll call on motion: All aye.

### **Payment of Bills – December 9, 2013**

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 9, 2013 in the amount of \$31,358.87 as previously provided. Roll call on motion: All aye.

### **Payment of Bills – December 12, 2013**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 12, 2013 in the amount of \$77,983.38 as previously provided. Roll call on motion: All aye.

**Payment of Payroll – December 15, 2013**

Mr. Knoop made a motion, seconded by Mrs. Batchler to authorize the Township Fiscal Officer to approve the payroll for 12/15/13 in the amount of \$132,708.59 as previously provided. Roll call on motion: All aye.

**Payment of Bills – December 18, 2013**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 18, 2013 in the amount of \$113,019.23 as previously provided. Roll call on motion: All aye.

**Payment of Bills – December 24, 2013**

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 24, 2013 in the amount of \$70,554.38 as previously provided. Roll call on motion: All aye.

**Payment of Payroll – December 31, 2013**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payroll for 12/31/13 in the amount of \$165,349.40 as provided. Roll call on motion: All aye.

**2014 Organizational Meeting – January 2, 2014**

Mr. Rieble made a motion, seconded by Mr. Knoop to set an organizational meeting for 2014 for January 2, 2014 at 4:00 PM. Roll call on motion: All aye.

**EXECUTIVE SESSION**

At 5:28 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop to go into Executive Session to discuss personnel matters, specifically employment and employee compensation for 2014. Roll call on motion: All aye.

At 7:10 PM, Mr. Riebel made a motion, seconded by Mrs. Batchler to leave Executive Session and to return to Regular Session. Roll call on motion: All aye. Mr. Pautke joined the session and no action was taken during Executive Session.

**EXECUTIVE SESSION**

At 7:30 PM, Mr. Riebel made a motion, seconded by Mrs. Batchler to go into Executive Session again to discuss personnel matters, employment and employee compensation and specifically to evaluate Township Administrator David Elmer. Roll call on motion: All aye.

At 10:28 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop to leave Executive Session and to return to Regular Session. Roll call on motion: All aye. Mr. Pautke joined the session and no action was taken during Executive Session.

**ADJOURNMENT**

At 10:28 PM, A motion was made by Mr. Knoop, seconded by Mrs. Batchler that the meeting be adjourned. Roll call on motion: All aye.

ATTESTED;

The foregoing minutes were approved by the Pierce Township  
Board of Trustees on:

\_\_\_\_\_  
Karen Register, Township Fiscal Officer

\_\_\_\_\_  
Richard Riebel, Chairman